



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

CERTIFICATE OF OCCUPANCY CHECKLIST

**Required**

- \_\_\_\_\_ Building card - containing final initials of inspectors, also includes fire, engineering and landscaping, all must be scheduled on the building inspection request line.
- \_\_\_\_\_ Surveys (2) final as built - required items: elevations of building showing all intended setbacks from property lines and other existing structures. ingress + egress required parking spaces, wheel stops, stripping, and all paving to exterior.
- \_\_\_\_\_ Certificate of elevation - (sealed by surveyor) expiration date required on form-  
Map#12011c/Community #120035 Line - c3.h-0 not n/a +c3j-0 Canot except (n/a)
- \_\_\_\_\_ Contractors list - (major subs: list addresses, phone numbers, license no.)
- \_\_\_\_\_ Certificate of insulation - (must be original)
- \_\_\_\_\_ Certificate of soil treatment - (for termite - original) chapter 2913.5 termite **protection:** "this building has received a complete treatment for the prevention of subterranean termites. treatment is in accordance with the rules and laws as established by the florida department of agriculture and consumer services."
- \_\_\_\_\_ Health dept. approval letter - (on septic or private water)  
note: if house has a septic tank, approval letter is required from the health dept.
- \_\_\_\_\_ D.P.E.P. approval letter if form is stamped **conditional:** then we need a final approval letter.
- \_\_\_\_\_ Soil compaction letter - (density reports required)
- \_\_\_\_\_ Letter for supervision of truss placement
- \_\_\_\_\_ Backflow preventor certificate - (required on commercial projects only)
- \_\_\_\_\_ Town of Davie utilities approval (for commercial projects only) (954) 433-4000
- \_\_\_\_\_ waste management agreement & recyclable material - (1 copy for commercial contracts) (954) 974-7500
- \_\_\_\_\_ **\*please note that the same items are required for temporary co.**
- \_\_\_\_\_ Impact fees for police & fire rescue (see chart)
- \_\_\_\_\_ Emergency co fee is \$80.00 By end of the working day
- \_\_\_\_\_ Temporary co is \$75.00 Commercial only